



2021-EOI-STPTBS-DATA-006

EXPRESSION OF INTEREST PACK (EOI)

**EXPRESSION OF INTEREST TO REGISTER WITH THE EAST LONDON IDZ
SCIENCE AND TECHNOLOGY PARK AS A TECHNICAL AND BUSINESS MENTOR
FOR INNOVATION ENTREPRENEURS**

ISSUE DATE: 12 July 2021
CLOSING DATE: 13 August 2021
CLOSING TIME: 12H00

COMPANY NAME: _____

COMPANY ADDRESS:

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EXPRESSION OF INTEREST TO REGISTER WITH THE EAST LONDON IDZ SCIENCE AND TECHNOLOGY PARK AS A TECHNICAL or BUSINESS MENTOR FOR INNOVATION ENTREPRENEURS

SECTION 1: NOTICE TO RESPONDENTS

1 EXPRESSION OF INTEREST [EOI]

Respondents should note that ELIDZ STP would only approach the experts, that have completed and submitted an EOI to ELIDZ STP through this procurement process.

The technical and business expert database is aimed at supporting the innovation entrepreneurs through mentorship and coaching.

ELIDZ-STP has identified a need to call on experts, with a specific focus on the sectors that the ELIDZ is driving. These sectors are Automotive and Advanced Manufacturing, Renewable energy, Aquaculture, Agro-processing, and ICT & Electronics. We are looking for scientists and/ or researchers who are highly experienced and also ideally in the following disciplines: engineering (design, mechanical, electrical, mechatronics, to name a few), as well previous manufacturing business owners.

The ideal outcome of undertaking this project is for the ELIDZ-STP to ultimately ensure the development of innovative start-up companies, the advancement of innovative SMMEs in the Eastern Cape. Investing in research, innovative entrepreneurship, and business development will enhance the establishment of new and improved products, as well as services.

The experts will ideally share their experiences with the entrepreneurs and would be available anytime when there is a need for consultation. Experts and entrepreneurs will work together, for an agreed period. However, should there be a need to extend the support, this will be done. Also, the experts will support and give practical advice to the entrepreneurs, innovators.

The plan is to have the pool of experts for a period of two (2) years from the date of its approval.

2 COMPULSORY REQUIREMENTS

Applicants must be able to demonstrate working experience (at least 10 years) in any of the following sectors:

- Automotive and Advanced Manufacturing,
- Renewable energy,
- Aquaculture and Agro-processing,
- Tourism and
- ICT & Electronics

3 SCREENING REQUIREMENTS

Applicants will be selected based on possession of some of or most of the areas indicated on the matrix below. Proposals with functionality points of less than the pre-determined minimum percentage of 70% will be eliminated.

- **Functionality Evaluation Matrix**

| Evaluation Criteria - Competence | Points | Returnable documents and Evaluation Methodology |
|--|---------------|---|
| Strong scientific background (Occupation, field of study, research publications) | 30 | Company to submit Curriculum Vitae, Qualifications, published research papers, and proof of research projects worked on. |
| Experience as a researcher, lecturer, and project facilitator in a research environment. | 20 | More than 10 years = 20 Between 5 - 9 years = 10 Less than 5 years = 5 |
| Qualifications and affiliation of the expert | 10 | Postgraduate (minimum – master's degree) = 10 Bachelor's degree = 5 Grade 12 or certificate = 2 Less than grade 12 = 0 |

| | | |
|--|------------|---|
| Experience working with technology development and innovation | 30 | Curriculum Vitae and reference letter |
| Expert must have worked in the innovation and technology space | 15 | More than 10 years' experience = 15 Between 5 – 9 years = 10 Less than 5 years = 2 |
| Expert in the space of business development/ commercialisation e.g., supported entrepreneurs in new product development and commercialisation | 15 | At least 10 years = 15 Between 5 – 9 years = 10 Less than 5 years = 2 |
| Experience obtained in a research and development or any other relevant institution | 25 | Curriculum Vitae and reference letter |
| Experience working for institutions such as Council for Scientific and Industrial Research (CSIR), National Research Foundation (NRF), and Agricultural Research Council (ARC), South African Medical Research Council (SAMRC), Innovation centre etc. | 25 | Minimum of 5 years working for the listed organizations = 25 Between 2 – 4 years = 15 Less than 2 years = 5 |
| Experience running own successful business relevant to one of the ELIDZ sectors | 15 | Company profile, and reference letter from companies serviced by the applicant |
| Minimum of 10 years | 15 | More than 10 years = 15 Between 5 – 9 years = 10 Less than 5 years = 5 |
| Total Score | 100 | |

 Respondent's Signature

 Date and Company Stamp

| | | |
|--|--|--|
| | | |
| | | |
| | | |

Summary of Proposed EOI Evaluation Threshold and Weightings

| Evaluation Criteria | Minimum Threshold [%] |
|---------------------|-----------------------|
| Functionality | 70% |

| Evaluation Criteria | Final Weighted Scores |
|---------------------|-----------------------|
| Functionality | 100 |
| Total Score | 100 |

Applicants will also be screened based on the following:

- Signed ELIDZ Application Database Registration Form (Annexure A)
- Selected area of competence (Annexure B)
- Certified copy of the company registration documents with clear members and/or shareholding and ID document owner/s, members or shareholders
- Certified copy of Valid of B-BBEE certificate or sworn affidavit confirming ownership and annual turnover signed and stamped by the Commissioner of Oaths on a template supplied by the ELIDZ (Annexure B)
- Valid Original SARS Tax Clearance Certification / Tax Pin Code Certificate
- Company VAT Registration Number if applicable
- Company Profile and Curriculum Vitae (CV) of the company owner

Respondent's Signature

Date and Company Stamp

4 PLEASE NOTE THE FOLLOWING CONDITIONS ARE APPLICABLE TO ALL TENDERS.

- Briefing meeting is not applicable however, enquiries with regards the expression of interest must be addressed to Anathi Mgwaza;
- Questions relating to the EOI will be accepted until **16H00** on **30 July 2021**. All questions must be submitted to Anathi Mzantsi via e-mail to Anathi@elidz.co.za;
- Response to questions will be sent before **12H00** on the **06 August 2021**;
- The closing date for this tender is at **12H00** on the **13 August 2021**;
- E-mailed, late, or incomplete applications will not be considered;
- Expression of interest documents are to be securely bound;
- Any expenses incurred by the applicant in preparing and submitting the application will be for the applicant's account, as the ELIDZ SOC Ltd will not accept any liability in this regard;
- Applications which do not comply with the conditions or which are incomplete will, as a general rule, not be considered.
- Any additional information or clarification will be emailed to all respondents, if necessary.

5 RESPONSE SUBMISSION

It will be the responsibility of the respondent to ensure that the EOI reaches the ELIDZ. Proof of posting will not be taken as proof of delivery.

The application should be placed in a sealed envelope marked “**2021-EOI-STPTBS-DATA-006 EXPRESSION OF INTEREST TO REGISTER WITH THE EAST LONDON IDZ SCIENCE AND TECHNOLOGY PARK AS A TECHNICAL AND BUSINESS MENTOR FOR INNOVATION ENTREPRENEURS**” and deposited by hand in the tender box before the closing date and time of **12H00**,

13 August 2021. ELIDZ WILL NOT BE RESPONSIBLE FOR DOCUMENTS PLACED IN AN INCORRECT TENDER BOX.

The tender box will be marked tender name “**2021-EOI-STPTBS-DATA-006 EXPRESSION OF INTEREST TO REGISTER WITH THE EAST LONDON IDZ SCIENCE AND TECHNOLOGY PARK AS A TECHNICAL AND BUSINESS MENTOR FOR INNOVATION ENTREPRENEURS**” which can be found in the following location: The ELIDZ, Head Office Reception, Lower Chester Road, Sunnyridge, East London, 5201.

Application must be marked:

Attention: Anathi Mzantsi

EOI Reference No

Details of the submitting company

Contact Details of the submitting company

6 BROAD-BASED BLACK ECONOMIC EMPOWERMENT AND SOCIO-ECONOMIC OBLIGATIONS

Companies with annual turnover less than R10million (Exempted Micro Enterprises or EME's) are automatically awarded a level 4 contributor status, unless the EME is Black Owned (more than 50% black ownership), in which case the enterprise will have a level 2 contributor status. EME which is 100% black owned qualifies for a level 1 contributor. In awarding the EME / QSE status, the ELIDZ shall accept a letter from an accounting firm or SARS confirming a company's turnover as less than R10m/ company that has annual revenue less than 50m as well as a sworn affidavit confirming annual turnover and level of black ownership. B-BBEE certificates issued by non-accredited verification agencies will not be accepted as valid proof of a company's B-BBEE status.

Emerging Contractor must be 51% and above black owned, black Women owned, black Youth owned and people with disability.

ELIDZ reserves the right to have the tenderer's Black Economic Empowerment Credentials verified by an independent agency. (Procurement Handbook – Annexure: 1 must be fully completed and supplementary information may be completed by service providers with a turnover of less than R10m and be accompanied by letter from an accounting firm or SARS confirming the company's or sworn affidavit turnover is less than R10m).

7 COMMUNICATION

For specific queries relating to this EOI enquiries should be submitted to Anathi@elidz.co.za before **16H00 on 30 July 2021**.

- Substantially in the form set out in Section 7. In the interest of fairness and transparency, ELIDZ's response to such a query will then be made available to the other applicants who have collected application forms. For the purpose, ELIDZ will communicate with applicants, using the contact details provided to the briefing meeting and/on issue of the application forms to the applicants. Kindly ensure that you provide the **correct** contact details, as ELIDZ will not accept responsibility for being unable to contact a bidder who provided incorrect contact details.
- After the closing date of the EOI applicants may only communicate with the Supply Chain Officer, at telephone number 043 702 8200, email Anathi@elidz.co.za on any matter relating to this EOI application.
- Applicants are to note that changes to its submission will not be considered after the closing date.
- Applicants are warned that an application may be liable to disqualification should any attempt be made by a Respondent either directly or indirectly to canvass any officer or employee of ELIDZ in respect of this EOI between the closing date and the date of the award of the business. Furthermore, Respondents found to be in collusion with one another will be automatically disqualified and restricted from doing business with ELIDZ in the future.

8 CONFIDENTIALITY

All information related to this EOI is to be treated with strict confidentiality. In this regard, applicants are required to certify that they have acquainted themselves with the Non-Disclosure Agreement. All information related to a subsequent contract, both during and after completion thereof, will be treated with strict confidentiality. Should the need however arise to divulge any information gleaned from the acquisition of construction works, which is either directly or indirectly related to ELIDZ's business, written approval to divulge such information must be obtained from ELIDZ.

9 INSTRUCTIONS FOR COMPLETION OF EOI

ELIDZ application must be submitted in one (1) original and must be bound.

All returnable documents listed in the expression of interest [section 4] in this EOI must be returned with your submission.

The person or persons signing the application must be legally authorised by the respondent to do so.

10 STATUS OF THIS EOI AND SUBSEQUENT PROCESS

It is envisaged that applicants to this EOI will be subjected to screening criteria.

This EOI is not an offer to purchase and ELIDZ is under no obligation to accept any proposals in this process and/or the subsequent RFP, which may be issued hereafter.

As this is an Expression of Interest only, no business will be awarded through this process.

11 DISCLAIMERS

Applicants are hereby advised that ELIDZ is not committed to any course of action as a result of its issuance of this EOI and/or its receipt of submissions in response to it. In particular, please note that ELIDZ reserves the right and at its sole and full discretion to:

- a) take no further action whatsoever, if it so decides
- b) withdraw from this process and the provisions of this project at any time;
- c) select the EOI and participants based on ELIDZ's selection criteria;
- d) change the dates of submission;
- e) not bind itself to accept any or all of the EOI applications;
- f) validate any information submitted by applicants in response to the advert.
- g) not accept any changes or purported changes by the applicants to the application after the closing date.

ELIDZ's decisions will be final and no correspondence will be entered into after the selection process. You will be formally notified of your result.

Kindly note that ELIDZ will not reimburse any applicants for any preparatory costs or other work performed in connection with this application submission.

12 TAX COMPLIANCE

Tax Requirements

Applicant must ensure compliance with their Tax obligations.

Applicants are required to submit their unique personal ID number (PIN) issued by SARS to enable the ELIDZ to view the tax payer's profile and tax status.

Application for tax compliance status (TCS) or PIN may also be made via e-filing.

Applicants may also submit a printed TCS together with the application.

13 PROTECTION OF PERSONAL DATA

In responding to this application, ELIDZ acknowledges that it may obtain and have access to personal data of the Respondents. ELIDZ agrees that it shall only process the information disclosed by applicants in their response to this application for selecting participants in accordance with any applicable law.

Furthermore, ELIDZ will not otherwise modify, amend or alter any personal data submitted by Respondents or disclose or permit the disclosure of any personal data to any Third Party without the prior written consent from the applicants.

Respondent's Signature

Date and Company Stamp

CHECK LIST

| ITEM | TICK |
|--|------|
| Supporting Documentation to be Submitted | |
| Signed ELIDZ Application Database Registration Form (Annexure A) | |
| Selected area of competence (Annexure B) | |
| Certified copy of the company registration documents with clear members and/or shareholding and ID document owner/s, members or shareholders | |
| Valid Original SARS Tax Clearance Certificate / Tax Pin Code Certificate | |
| Company VAT Registration Number if applicable | |
| Certified copy of Valid of B-BBEE certificate or sworn affidavit confirming ownership and annual turnover signed and stamped by the Commissioner of Oaths on a template supplied by the ELIDZ (Annexure B) | |
| Company Profile and/ Curriculum Vitae (CV) and Qualifications with certificates as returnable documents for in minimum requirement criteria | |
| COMPULSORY DOCUMENTATION TO BE SUBMITTED | |
| All companies in JV must submit(e.g. ELIDZ Procurement handbook, Valid Tax Clearance/Pin, Consolidated B-BBEE Certificates, Business Reg. etc.) JV Participation Split (%) and signed Agreement | |

 Respondent's Signature

 Date and Company Stamp